



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE**

**TENNESSEE STATE BOARD OF ACCOUNTANCY
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CPE Audit Form Instructions

1. List all CPE in date order and provide all requested information. Spreadsheets may be substituted for the CPE listing pages as long as they contain all of the requested information.
2. List all carryover CPE from the 2003 – 2004 reporting period. You may use a maximum of 24 carryover CPE hours towards the 2005 – 2006 reporting cycle. Remember, carryover hours cannot be used to meet the A&A, expert witness, or 20 hour minimum requirements.
3. List all CPE obtained in 2005 and all CPE obtained in 2006. You must obtain a minimum of 20 CPE credit hours in each year or you will be assessed an 8 hour penalty for each year in which you are deficient.
4. Finally, complete the CPE Breakdown at the bottom of the attached sheet.

Please remember that you are being audited and must submit original Certificates of Completion which contain: Sponsor name, course title, and subject code, amount of CPE credit (based on a 50 minute hour with half-hour increments allowed only after the first full CPE hour), date completed, location, NASBA ID number and sponsor contact. If the certificate does not include all of the aforementioned information, credit may not be given. Please note that agendas, sign-in sheets and reservation or payment confirmations are not "Certificates of Completion."

Thank you for your cooperation.

CPE Reporting Form for (Name): _____
 Tennessee CPA License No.: _____

CPE Sponsor	Sponsor Number	Course Title	Date Completed	Date Scheduled	Subject Code	Hours

Additional Information:

CPE Breakdown	2003-04 (carryover)	2005 CPE	2006 CPE
Technical	-----		
Acct./Auditing*	-----		
Other			
Total hours			

*Required if CPA offers attest services.

Subj.code	Description
A	Auditing, Accounting Theory or Practice
M	Mgmt. Advisory Services
T	Taxation
O	Other (Non-technical)